



City of Las Cruces

## Senior Librarian (Adult Services)

CITY OF LAS CRUCES

<b>SALARY</b>	\$53,723.90 - \$76,425.65 Annually	<b>LOCATION</b>	Las Cruces, NM
<b>JOB TYPE</b>	Full-time Regular	<b>JOB NUMBER</b>	F060 06-23 MD
<b>DEPARTMENT</b>	Quality of Life	<b>OPENING DATE</b>	06/13/2023
<b>CLOSING DATE</b>	7/10/2023 11:59 PM Mountain		

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### Nature of Work

Plans, develops, coordinates, promotes, presents and supervises various library programs and services to meet needs of patron; performs professional library work involving reference assistance, reader's advisory and collection development; may oversee the work of assigned staff.

#### Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and City of Las Cruces policies.

#### Physical Factors

Light physical demands; mostly desk work; some lifting of heavy books and materials. Frequent use of a personal computer.

#### Environmental Factors

Work is performed in a library & office setting.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT CITY OF LAS CRUCES EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS.

Meeting or exceeding the minimum qualifications does not guarantee an invitation to participate in the process.

Full-time, regular, exempt.

This position is a grade RX17.

### Duties and Responsibilities

- Selects, procures, organizes, and makes available data, information, and creative and scholarly works; provides services that assist and instruct people in the most efficient and effective ways to identify, locate, access, and use public information and resources; provides information and interpretation concerning library services, policies and procedures.
- Plans, develops, coordinates, promotes, presents and supervises various library programs and services to meet the needs of the community; conducts outreach programs, speaks to community groups and schools, and develops and distributes marketing materials to promote the City Library and programs.

- Manages and coordinates collection development; reviews various sources and lists of library books & materials available, evaluates options, selects materials to meet the needs of the community, and recommends additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; manages expenditures and budget.
- Performs library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; organizes reference services activities; analyzes and responds to difficult reference inquiries.
- Circulates materials and coordinates patron services; processes book requests; researches multiple databases to determine availability of items and correct source of borrowing; administers checking in and out procedures for Library materials; authorizes and initiates book renewals; creates new patron records; provides daily supervision and training for pages, volunteers and community service workers.
- Oversees, trains, and monitors the performance of assigned personnel; prepares schedules and assigns work activities to staff and volunteers; prepares and processes a variety of departmental reports including operational and statistical reports.
- Oversees library security and assures patrons comply with policies and procedures; performs special research and program development projects as assigned.
- Maintains expertise in field of service through participation in applicable educational opportunities.

## Minimum Qualifications

Masters Degree in Library Science and three years experience in a public library environment. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy.

## Knowledge, Skills, and Abilities

**Knowledge of:** Principles and practices of public library administration; methods and procedures for developing and maintaining library collections; policies, rules and regulations governing the conduct and safety of library programs and facilities; library classification, cataloging, and acquisition protocols; techniques and protocols for researching a wide variety of online bibliographic databases; business and personal computers, and specialized software applications; City municipal code, policies and procedures.

**Ability to:** Assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal and written forms; establish and maintain effective working relations with co-workers and customers

**Skills in:** Performing a wide variety of technical library support functions; developing, coordinating and conducting library programs and activities; utilizing and maintaining automated library systems and computer equipment; library database research & maintenance; identifying library collection issues and developing suggestions for enhancements; working with several disparate computer database systems; providing customer services to and interacting with people of different social, economic, and ethnic backgrounds; recognizing and resolving conflicts in library data entry; organizing workload to keep pace with flow of library materials.

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### Agency

City of Las Cruces

### Address

P.O. Box 20000

Las Cruces, New Mexico, 88004

### Phone

575-528-3100

575-528-3100

### Website

<http://www.lascruces.gov>

## Senior Librarian (Adult Services) Supplemental Questionnaire

### \*QUESTION 1

Are you a current City of Las Cruces employee? (If you fail to include this information under the work experience section of your application, you may be disqualified from the process).

- ☐ Yes
- ☐ No

### \*QUESTION 2

Do you have, at a minimum, a Masters Degree in Library Science? (If you fail to include this information under the education section of your application, you may be disqualified from the process.)

- ☐ Yes
- ☐ No

### \*QUESTION 3

I understand and accept that if my response is "YES" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.

- ☐ Yes
- ☐ No

### \*QUESTION 4

How many staff members/volunteers have you supervised? (If you fail to include this information under the experience section of your application, you may be disqualified from the process.)

- ☐ None
- ☐ 1-3 FTE
- ☐ 4 or more FTE

### QUESTION 5

What is your level of experience with programming for adults? (If you fail to include this information under the experience section of your application, you may be disqualified from the process.)

- ☐ Implemented programming that others have developed.
- ☐ Developed programming but did not implement.
- ☐ Planned and implemented 1-3 programs a year.
- ☐ Planned and implemented more than 4 programs a year.

### \*QUESTION 6

Library materials are selected by librarians to reflect the needs of the whole community and may include materials that are controversial. We purchase materials in several languages and representing a wide variety of viewpoints. How have you contributed to an inclusive and diverse library collection? Please check all that apply. (If you fail to include this information under the experience section of your application, you may be disqualified from the process.)

- ☐ Lead a team focused on increasing the diversity and inclusion of the collection.
- ☐ Served on a team that worked to increase the diversity of the library collection.
- ☐ Assisted in the selection of items that fulfilled the diverse needs of the community.

☐ Recommended diverse and inclusive books for library collection.

\* Required Question